

**POSITION AVAILABLE
(CLERK III)**

Colleton County Government is accepting applications from qualified individuals for the position of Clerk III in the Solid Waste Department. The successful candidate will under general supervision perform various clerical and receptionist duties in support of the Solid Waste Department.

Requires a high school diploma or equivalent with computer skills including familiarity with spreadsheets, word processing, and accounting software. Must have at least two years of clerical experience or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Pre-employment drug screen and a satisfactory background check are required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. Only qualified applicants will be contacted for an interview. The position will remain open until filled. Colleton County is an Equal Opportunity Employer.

GRADE: 4
HOURLY RATE OF PAY: \$9.36
FULL-TIME
SC STATE RETIREMENT & INSURANCE